EDMS MANUAL
OUTLINE OF COMPONENTS

<u>**Introduction**</u>
EDMS Mission, Goals, and Objectives (Q:\docmgt\standard\mission.doc)
<u>**Section 1**</u>
EDMS Procedure (Q:\docmgt\standard\procedur.doc)

- Purpose
- Authority
- References
- Scope
- Definitions
- Background
- Procedures
    - EDMS Operational Structure
    - Establishing an EDMS Project
    - Pilot Projects
    - Monitor Only Projects
    - Statewide Implementations
    - Backfile Conversion Projects
    - Standards
    - Training
    - Forms

- Attachment 'A' - Definitions and Acronyms
- Attachment 'B' - Roles and Responsibilities
- Attachment 'C' - Process Flowchart
- Attachment 'D' - Pilot Project Fact Sheet+

> Note: This document was reviewed as part of preliminary survey, audit step B1. A hardcopy is available in the EDMS project files. This document was compiled in 1998, but was not put to use. Evidence of our review of this document can be found on page D3.28-D3.29.1. Results and Conclusions of the review are summarized on pages D3.5, D3.8, and page D2.5 of the Summary of Preliminary Survey Results.

<u>**Section 2**</u>
Technical Standards
    2.1 - EDMS System Architecture
    2.2 - Software, Hardware, Standards Organizations (Q:\docmgt\standard\techstnd.wpd)
<u>**Section 3**</u>
Application Standards
    3.1 - System Documentation (Q:\docmgt\standard\systdoc.doc)
- Information Repository - ASI, Brownstone, IEF, EDMS
- Screens - Prototype, Flows
- Business Rules - Issues, Rules, Questions
- Processes - Definitions, Dependencies, Reengineering, Offices Involved
    - Workflow - Groups, Roles, Processes, Types, Security, Offices Involved
    - Document Capture - OCR, ICR, Scanner, FTR, Barcodes, Quality Control, Batch Loading, Fax Input
- Indexes - Retrieval Requirements, Corporate Index Fields used, Data Fields Used